



# CHILDREN RENEWAL TOURIST PASSPORT

## Age 15 and Under



**Note:** Previous fee/no-fee passport counts as a renewal. All Original documents must be submitted with the passport application. Documents must have raised seal or original signature from the state register clerk or deputy of court from the state. Extracts, Abstracts, Judge Advocate General or Notary seals are not accepted.

### Checklist

To begin the application process, first go to <http://travel.state.gov/> and fill in the application that will be submitted in person at the installation's Passport Office.

**Form DS-11:** Create/submit; **ONLY print pages 5&6** (Last two pages)

**Note:** Fill in the address field for the Tourist Passport application as: **USAG WIESBADEN • UNIT 29623 BOX 0052 • APO AE 09005-9623**; in the field as the response to the question "In care of," use "Wiesbaden"; Permanent address field should be answered "NO," and will prompt a pop-up for entering a mailing address.

### (NO HANDWRITTEN APPLICATIONS WILL BE ACCEPTED)

- 1) Parent(s) on birth certificate must apply in person with child present** – If one parent is not available please submit a) Special Power of Attorney or b) DS-3053
- 2) OLD PASSPORT OR CURRENT PASSPORT** – Even if you only have a no-fee passport this is considered a renewal
- 3) BIRTH CERTIFICATE, NATURALIZATION CERTIFICATE, ADOPTION DECREE, DIVORCE DECREE (all applicable; e.g. sole custody)**
- 4) PHOTOS:** Two, identical (2-by-2 inch), taken within six months. Pictures can be taken at:  
A) Clay Kaserne Food Court (Note cost: 5 euro **COINS**)  
B) Photo Lab on Clay Kaserne by appointment at [www.vios.army.mil](http://www.vios.army.mil) (CAC required); or using AKO (username & password): [www.vios-akoeast.army.mil](http://www.vios-akoeast.army.mil); or call DSN: 546-6108/6105 or CIV: (0611) 143-546-6108/6105.
- 5) FORM OF PAYMENT:** Money order or cashier check (no other forms of payment will be accepted) made out to **Department of State** in the amount of **\$105**.

### HOURS OF OPERATION

Monday, Wednesday, and Friday: 8:30-11:30 and 13:30-15:30

Thursday: 09:00-11:30 and 13:00-16:00; Evenings by Appointment ONLY (16:30-18:00)

**CLOSED TUESDAYS and ALL FEDERAL HOLIDAYS**

### Contact Info:

DSN: 548-1605/1606/1603; CIV: (0611) 143-548-1605/1606/1603

### FOR APPOINTMENTS:

<https://rapids-appointments.dmdc.osd.mil/default.aspx>



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